

**POLICE CONDUCT OVERSIGHT COMMISSION**  
**AUDIT COMMITTEE**  
***Minutes***  
**Regular Meeting June 7, 2016**  
**Starting at 6:00 p.m.**  
**350 Fifth Street, Room 241, Minneapolis, MN 55407**

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**Committee Members Present:** Andrea Brown, and Andrew Buss (Chair).

**Committee Members Absent:** Jennifer Singleton.

**Staff Present:** Ryan Patrick – Law Enforcement Analyst

**Chair Buss called the meeting to order at 6:14 p.m.**  
**A quorum of the Committee was present.**

**Brown moved to adopt the meeting agenda.**

Seconded.

No discussion. All-in-favor. None opposed.

**The motion carried.**

**Public Comment**

With no members of the public wanting to address the Committee, the Chair moved to the next item on the agenda.

**New Business**

Audit Process Overview

*Ryan Patrick, Law Enforcement Analyst, addressed the Committee. The following were the main points from his presentation:*

- Description of audit process, types of audit and common practices, and collaboration; including regular compliance audits, risk assessments, measurement based and control based approaches.
- The importance of identifying clear objectives, which start with using a question that cannot be answered and narrowing objective in scope to handle the material and objectives involved.
- Key requirement includes the development of a charter, which is the Committee's own governing ordinance, that is approved by the Committee, which outlines authority responsibilities and structure; an example is available online.
- The purpose includes authority, composition, and meetings; the responsibility or purpose is to supervise the auditor, who reports back to the Committee.
- The product of the audits, compliance and risk assessment can be discussed at the full Commission since the findings may not necessarily lead to

## *Pending Approval*

recommendations; if a recommendation results these can be packaged for further research and study and can be turned into a risk assessment plan to use over the next year.

With the conclusion of the update, the Chair opened the floor for discussion. The following is a list of speakers and an abstract of their individual comments:

*Buss* - asked if the best approach involved determining the best method, which starts with the PCOC, and the Committee decides what to do with the material and if this is more of a conceptual process.

*Patrick* - indicated that the recommendations will be drafted and approved at the next audit meeting starting with an analysis and come back to the next meeting with questions and scope. Current proposed studies include the complaint filing process and officer liability insurance.

*Buss* - stated that under this process the Committee receives the first question in the process and determines how to move through it and get the audit up and running, which from this perspective it is not significantly different than the duties of the Policy and Procedure Committee.

*Patrick* - responded stating that the group will go through the risk assessment at the next meeting, using supervisor use of force as an illustration, indicating that the risk assessment would include behavior matching policy, which would be the primary difference from the duties of the Policy and Procedure Committee suggesting that for the next meeting the Commissioners think about the key indicators that could create risk for the MPD and at the next meeting come up with a better definition of risk and turning the actual points into risk assessment.

*Buss* - stated that the next meetings are July 5 and August 2, 2016. There will not be a meeting in September. At that point the Committee can reevaluate progress and need, creating a schedule from that point.

## **Adjournment**

With all of the Committee's business concluded, the Chair entertained a motion:

**Brown moved to adjourn.**

Seconded.

All-in-favor. None opposed.

**The motion carried.**

**Chair Buss adjourned the meeting at 6:38 p.m.**